



## Memorandum

Date September 13, 2005

From Director, CDC and Administrator, ATSDR

Subject CDC/ATSDR Policy on Alternative Dispute Resolution

To All CDC and ATSDR Employees

As the Director of the Centers for Disease Control and Prevention (CDC) and Administrator of the Agency for Toxic Substances and Disease Registry (ATSDR), I am reaffirming my support of the agency's Alternative Dispute Resolution (ADR) Program. ADR methods are used to resolve disputes, complaints, grievances, and appeals. These methods include conciliation, facilitation, mediation, early intervention, and settlement conferences. ADR provides an opportunity to resolve workplace conflicts creatively and effectively in a non-threatening way, and can result in savings in time, energy, and expense associated with protracted conflict and litigation. As the premier public health agency for protecting the health and safety of all Americans, it is critical that CDC/ATSDR continue to demonstrate its commitment to working together to reach our common goal of safer, healthier people.

ADR provides the tools to achieve consensual resolution of all matters involving disputes, complaints, grievances, and appeals through good faith efforts. Therefore, effective at the issuance of the policy, managers and supervisors of the agency are required to participate in the ADR process when employees request ADR in an attempt to resolve a workplace dispute. Additionally, all agency employees must be knowledgeable about alternative means of dispute resolution, seriously consider the use of alternative means of dispute resolution when issues arise, and are encouraged to demonstrate the same good faith effort to achieve consensual resolution of all matters involving the agency. Additional information is available at the ADR Office's website at [www.cdc.gov/od/adr](http://www.cdc.gov/od/adr).

In addition, no reprisal against an employee is permitted. Any manager or supervisor who is found to have discriminated or retaliated against an employee for requesting ADR as a means to resolve disputes will be subject to disciplinary action.

I am confident that continued support of this policy throughout CDC/ATSDR will demonstrate an inclusive and fair work environment that complements our mission.

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For additional information on the CDC/ATSDR ADR Program, please contact Ms. Sherri Lewis at (404) 371-5916.

  
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